



DEPARTMENT OF PUBLIC WORKS ♦ ENGINEERING DIVISION
3900 MAIN STREET ♦ RIVERSIDE, CALIFORNIA 92522-0311
PHONE: 951-826-5341 FAX 951-826-5542

REQUEST FOR PROCESSING

(PLEASE PRINT)

PROJECT LOCATION: _____

CASE NO.: _____

APN: _____ - _____ - _____

OWNER: _____

DEVELOPER: _____

ADDRESS: _____

ADDRESS: _____

PHONE (____) _____

PHONE (____) _____

DOCUMENTS TO BE: ☐ Mailed to: _____

☐ Picked up at Public Works by: _____ PHONE: (____) _____

If City Council action is required, prior to having your case placed on the Council's Agenda for approval, all necessary documents should be executed (and approved by the City Attorney's office if applicable), and returned to the Public Works Department, required cash fees paid and all other conditions of the case satisfied by 5:00 p.m., Tuesday, two weeks prior to a regularly scheduled Council meeting.

If City Council action is not required, prior to the Public Works Department signing off their portion of the Building Permit Application, all necessary documents should be executed (and approved by the City Attorney's office, if applicable) and returned to the Public Works Department, required cash fees paid and all Public Works conditions of the case satisfied (including completion of grading, and certifications of the grading and the compaction under a Building Permit Application.)

TO BE FILLED OUT BY PUBLIC WORKS DEPARTMENT:

- ☐ Case Finalization with Bonds Required -- \$1,236.90
☐ Document Processing and Description Preparation -- \$1,236.90
☐ Document Processing (No Description) -- \$617.88
☐ Case Finalization – No Bonds, Documents, and Descriptions Required -- \$617.88
☐ Case Finalization - Bond, Document, and Description Required -- \$1,236.90
☐ Encroachment Permit – Single Family Residence \$185.82 Others: \$742.14
☐ Determination of Compliance -- \$308.94

Receipt No. _____

Date: _____

Council Action Required YES NO

Owner/Developer to supply 30-day Waiver Letter YES NO N/A

REQUEST ACCEPTED BY _____

APPLICANT'S SIGNATURE _____

DATE _____

Fees required per Resolution No. 22904, effective 12/1/15.

(Fees include 10% Surcharge for General Plan)

PW-Form No. 005 (01-10)

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